



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

June 10, 2024

Division Memorandum
No. **461**, s. 2024

**CONDUCT OF 2ND FIDUCIARY WORKSHOP FOR THE FY-2023 DISASTER
PREPAREDNESS AND RESPONSE PROGRAM (DPRP)**

TO: **JOEL JUMALON**
PDO II/DRRM

NISAN LEJAN CAL
AO-V/Budget Officer

1. Attach is the OUOPS Memorandum 2024 -04-04506 dated May 27, 2024, re: Conduct of 2nd Fiduciary Workshop for the FY2023 Disaster Preparedness and Response Program (DPRP) on **June 23-26, 2024 (Inclusive of Travel date) at Baguio Teachers Camp, Baguio City.**
2. Anent to this you are hereby advised to attend the said activity.
3. Travelling and other incidental expenses shall be charged local DRRM Downloaded funds while meals and accommodation will be covered by the DRRMS funds, subject to the usual accounting and auditing rules and regulations.

CRISTY C. EPE
Schools Division Superintendent



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Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2024-64-04506
MEMORANDUM

FOR : **Regional Directors**
Schools Division Superintendent
Regional and Division DRRM Coordinators
Regional and Division Finance/Budget Officers

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **CONDUCT OF 2ND FIDUCIARY WORKSHOP FOR THE
FY2023 DISASTER PREPAREDNESS AND RESPONSE
PROGRAM (DPRP)**

DATE : May 27, 2024

In line with the OUOPS memorandum 2024-04-8106 dated 08 September 2023, the Disaster Risk Reduction Management Services conducted a fiduciary Workshop among Regional and Division Finance/Budget Officers and Regional and Division DRRM Coordinators. This is to monitor the timely submission of utilization reports and to ensure the efficiency of Disaster Preparedness Response Program Funds (DPRP) downloaded to all regions.

For the 2nd quarter of the Fiscal Year 2024, two (2) Fiduciary Workshops were scheduled in Cebu City, Region VII, and Baguio City, CAR. The purpose of these workshops is to assess the status of fund utilization, develop catch-up plans to fully utilize the remaining funds of the FY2023 DPRP Fund, and address any issues related to implementing the planned activity resulting to fund utilization.

With this, we would like to request the participation of the Regional and Division DRRM Coordinators including the Regional and Division Finance/Budget Officers to join the upcoming second Fiduciary workshop scheduled on **June 23-26, 2024 (Inclusive of Travel date) at Baguio Teachers Camp, Baguio City**. For the program and program venue please refer to the table.

Schedule	Activity	Venue
June 23, 2024	Arrival of Participant and Registration of Participant	

June 24, 2024	2nd Fiduciary Workshop for FY2023 DPRP Fund	Baguio Teachers Camp
June 25, 2024		
June 26, 2024	End of Program/ Departure	

Attached to this memorandum is **Annex A:** Administrative Arrangement, **Annex B:** Guidelines for Pre-registration, and **Annex C:** Indicative Program for the workshop.

All expenses incurred for the workshop shall be subject to the usual accounting and auditing rules and regulations.

Should you have further inquiries you may contact your assigned AOR leads or contact the DRRMS at (02) 8637 4933 or email at drmo@deped.gov.ph.

For your information and guidance.

Annex A: Administrative Arrangements

1.

Particulars	Participants	Fund Source
Board and Lodging	All participants	FY 2023 DPRP Fund
Supplies and Materials	All participants	FY 2023 DPRP Fund
Contingencies	All participants	FY 2023 DPRP Fund
Transportation and other allowable Expenses	DRRMS Central Office Staff	FY 2023 DPRP Fund
Transportation and other allowable expenses	Regional and Division DRRM Coordinators and Budget Officers and/or representatives	- FY 2024 DPRP Downloaded (Continuing Funds) - FY 2024 DPRP Downloaded (Current Funds). - Local Funds

2. Check-in/out and Meal Arrangement

Days	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Check-in/Check-out time
Day 1	-	-	/	/	/	2:00 PM
Day 2	/	/	/	/	/	
Day 3	/	/	/	/	/	
Day 4	/	/	/	-	-	10:00NN

Annex B. Guideline for Pre-Registration

In preparation for the events, please take note of the following instructions and guidelines:

For pre-registration

All participants are instructed to send their confirmation of attendance by accessing the link for pre-registration. Accomplish the needed information from the Microsoft Teams Forms no later than **June 10, 2024**. Late registration is strictly not encouraged as this may affect the event logistics preparations.



<https://bit.ly/Registration2ndFiduciaryWorkshop>

1. All participants are advised to bring their own laptops, extension wire, and drinking tumblers.

Annex C. Indicative Program

DAY 0 (Arrival of Participants)		
DAY 1		
Time	Activity	Assigned To
8:00 a.m. – 9:00 a.m.	Registration of Participants	DRRMS
9:00 a.m. – 10:00 a.m.	Preliminaries <ul style="list-style-type: none">• National Anthem• Interfaith Prayer• Quality Policy• Acknowledgement of Participants• Mindfulness Exercise• Safety Briefing• House/Workshop Rules• Photo Opportunity and Networking Session	Host
10:00 a.m. – 10:15 a.m.	Welcome Remarks	Nenneth Esplana-Alama Director IV, DRRMS
10:15 a.m. – 10:30 a.m.	Objective Setting	Reynante Sofera/Orlando Barachina PDO V / PDO IV

10:30 a.m. – 11:00 a.m.	Reading, Review and Approval of the Minutes of Previous Fiduciary Workshop	Lead Documenter of First Fiduciary Workshop
11:00 a.m. – 12:00 p.m.	Revisiting the Consolidated catch-up plan and status of Fund Utilization (output of the first Fiduciary Workshop)	Cecilio D. Peralta PDO III
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 1:15 p.m.	Energizer	Host
1:15 p.m. – 2:00 p.m.	Open Forum	Regional/Division DRRM Coordinators and Budget Officers
2:00 p.m. – 5:00 p.m.	Workshop 1: Updates on the status of the Financial Target vs Financial Accomplishment	PFAS
DAY 2		
Time	Activity	Assigned To
8:00 a.m. – 8:15 a.m.	Preliminaries <ul style="list-style-type: none"> • Nationalistic Song • Interfaith Prayer Recap of Day 1 and Introduction to Day 2 Agenda	Host
8:15 a.m. – 12:00 p.m.	Presentation of Workshop 1 output: FY2023 DPRF Fund Utilization	Regional/Division DRRM Coordinators and Budget Officers
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 1:15 p.m.	Energizer	
1:15 p.m. – 3:00 p.m.	Workshop 2: Identification of bottlenecks, challenges and recommendation of possible solutions	Operations Section

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	(Revisiting the developed Regional Catch-up plans)	
3:00 p.m. – 3:15 p.m.	Afternoon Break	
3:15 p.m. – 5:00 p.m.	Presentation of Workshop 2 Output: Identification of bottlenecks, challenges and recommendation of possible solutions	Regional/Division DRRM Coordinators and Budget Officers
5:00 p.m. – 5:15 p.m.	Administrative Announcement	DRRMS
DAY 3		
8:00 a.m. – 8:30 a.m.	Preliminaries <ul style="list-style-type: none"> • Nationalistic Song • Interfaith Prayer 	Host
8:30 a.m. – 10:00 a.m.	(Continuation) Presentation of Workshop 2 Output: Identification of bottlenecks, challenges and recommendation of possible solutions	Regional/Division DRRM Coordinators and Budget Officers
10:00 a.m. – 10:15 a.m.	- Wrap up Session - Ways Forward	ORLANDO BARACHINA PDO-IV
10:15 a.m. – 10:30 a.m.	Closing Remarks	NENNETH ESPLANA-ALAMA Director IV, DRRMS
10:30 a.m. – 12:00 p.m.	Event Evaluation and Awarding of Certificates	Regional/Division DRRM Coordinators and Budget Officers
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 5:00 p.m.	Departure	DRRMS